
NON-REFUNDABLE \$7.50 APPLICATION FEE REQUIRED

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WARREN COUNTY DEPARTMENT OF CIVIL SERVICE

announces

OPEN COMPETITIVE EXAMINATION

for

TYPIST/KEYBOARD SPECIALIST

APPLICATIONS ACCEPTED TO: August 14, 2013

LOCAL NO. 321

EXAMINATION WILL BE HELD: September 14, 2013

LOCATION/VACANCIES: This examination is being held to establish an eligible list to be used as vacancies occur in all agencies under the jurisdiction of Warren County Civil Service. **SALARY:** Varies with location.

RESIDENCE: Candidates must have been legal residents of Warren County (or a contiguous county for appointments in some agencies) for at least four months immediately preceding the date of the exam. Preference in appointment may be given to those candidates who reside in the district where the vacancy occurs.

DUTIES:(illustrative only)

Types forms, letters, transcripts, invoices, vouchers, records, payrolls, schedules, reports, title searches, judgments, index cards, time cards and similar materials;

Transcribes from tape recorded material or longhand copy;

Files correspondence, memoranda, reports and other materials;

Makes entries on cards, bills, or in ledgers from original sources;

Makes arithmetical computations of fees and taxes;

Answers telephone, providing information to callers, taking messages and making appointments;

Collects money and accounts for monies received;

Addresses envelopes;

Operates office machines;

Indexes materials and performs simple record keeping tasks;

May act as a receptionist, giving information and directing the public.

MINIMUM QUALIFICATIONS: (see general instructions and information) Either:

A. Graduation from high school or possession of a high school equivalency diploma, including or supplemented by a course in typing; or

B. Completion of a course in typing, and two years of experience in a clerical position involving the operation of a typewriter; or

C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

SUBJECT OF EXAMINATION:

1. SPELLING: These questions test for the ability to spell words that are used in written business communications.

2. ALPHABETIZING: These questions test for the ability to file material in alphabetical order.

3. RECORD KEEPING: These questions test for the ability to perform common record-keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record-keeping problems might involve organizing or collating data from several sources; scheduling; maintaining a record system using running balances; or completing a table summarizing data using totals, subtotals, averages, and percents.

4. CLERICAL OPERATIONS WITH LETTERS AND NUMBERS: These questions test for skills and abilities in clerical operations with letters and numbers. You will be given questions which involve a variety of operations with letters and numbers. You must determine the specific answer to each question. The operations may involve alphabetizing, comparing, checking, and counting given groups of letters and/or numbers.

NOTE: A 'Guide to Taking the Written Test for Typist' is available upon request from the Warren County Department of Civil Service or online at www.cs.state.ny.us/testing/localtestguides.cfm

NOTE: Candidates who score 70 or above on the written portion of the examination will be required to qualify at a rate of 25 words per minute on a typing performance test that will be given at a later date. The performance test utilizes a standard keyboard and is given on a computer. No prior knowledge of computer software is required. Candidates will be given two opportunities to qualify on the performance test. The performance test may be waived for candidates who have previously qualified on a performance test at a rate of 25 wpm administered by this or any local municipal civil service agency in New York.

NOTE: It is recommended that candidates use a quiet, hand-held, solar or battery powered calculator. Devices with typewriter keyboards, Spell Checker, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are PROHIBITED. No books or reference material will be allowed into the examination site.

HOW TO APPLY: Applications and information may be obtained from the Warren County Department of Civil Service, or from the web site: www.warrencountyny.gov/civilservice We will only accept applications during the examination posting period. Because of the imposition of an application fee, it is no longer possible to accept applications other than during the scheduled period. Time and place of the examination will be mailed, to candidates whose application has been approved, one week before examination date. You are responsible for completing **ALL** sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the workweek, final salary, etc. must be shown. Ambiguity and vagueness **WILL NOT** be resolved in your favor.

APPLICATION FEE: New York State Civil Service Law requires our Office to collect an examination fee. To be considered for this examination, you must enclose with your completed application the appropriate fee. **CHECK OR MONEY ORDER ONLY** must be payable to **WARREN COUNTY TREASURER. DO NOT SEND CASH. YOU MUST LIST THE EXAM NUMBER ON THE CHECK OR MONEY ORDER.** You are responsible for comparing your qualifications with the minimum qualifications posted on this examination announcement. **THERE WILL BE NO REFUNDS** if your application is disapproved.

WAIVER OF FEE: If you are eligible for Public Assistance and can verify the type of assistance you receive, the application fee may be waived. If you are unemployed and primarily responsible for the support of a household, you may also request a waiver.

Saturday Sabbath Observers – Physically Challenged Individuals – Active Military Members: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and physically-challenged candidates who require special accommodations to take the test should indicate the need for special arrangements on their Application. Candidates who are called to military service after filing an Application should send requests for an alternate test date to our Office as soon as possible before the test date. Military Service Members who apply for an examination during the filing period but are on active military duty on the date the examination is scheduled may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

NOTE: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

NOTE: Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and submit a copy of their Form DD-214 with the completed application for examination. This information may be submitted at any time between the date of application for examination and the date of the establishment of the eligible list. Applications and information for veteran's credit s may be obtained at the Warren County Department of Civil Service.

GENERAL INSTRUCTIONS AND INFORMATION

1. Positive identification will be required at the test site.
2. Falsification of any part of the "Application for Employment" will result in disqualification.
3. Applicants must answer every question on the application form and make sure that the application is complete in regard to meeting the minimum qualifications for this examination. There will be no refund of the application fee should your application be disapproved.
4. Where a degree is required for minimum qualification, **DO NOT SEND TRANSCRIPT UNLESS REQUIRED ON THIS ANNOUNCEMENT.**
5. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of the eligible list may be fixed for a minimum period of one year and a maximum of four years. Background checks may be required for appointment.
6. It is the responsibility of the candidate to notify the Warren County Department of Civil Service of any change in name and/or address. No attempt will be made to locate candidates who have moved.
7. The passing grade for this examination is 70.
8. The salary of this position is subject to change from time to time, or may be different in agencies serviced by the Warren County Department of Civil Service; vacancies may, therefore, be filled at a higher or lower salary than the one announced.

NOTE: If you have applied for any other examination held on the same day, you must make arrangements to take all your examinations at one test site. If you have applied for both State and Local examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 (press 2, then press 1) no later than two weeks before the test date.

This written test is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this exam.

ISSUED: July 15, 2013

**KATHLEEN BARRIE, PERSONNEL OFFICER
MUNICIPAL CENTER, 1340 STATE ROUTE 9
LAKE GEORGE, NY 12845-9803**

WARREN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

View all examination announcements on line at: www.warrencountyny.gov/civilservice